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22 APR 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Installation of Movable Shelving in Building

25X1A6a

1. A predesign conference was held at [REDACTED] on 15 April 1970.

25X1A6a

2. The meeting was conducted in two increments. Those attending were:

a. First meeting -

25X1A9a

SSS/DD/S  
C/RAB/SSS/DD/S  
RAB/SSS/DD/S  
C/A&RC  
DC/A&RC  
RECD/OL  
[REDACTED] Engineering Division  
RECD/OL

25X1A6a

b.

25X1C4a

Phys. SD/OS  
[REDACTED]

3. The principal purposes of the meetings were to:

a. Establish the general project schedule.

b. Ensure understanding of the general scope of work and method for accomplishment of the project.

c. Identify aspects of the job which require special attention, or that may pose special problems.

d. Identify information that the Agency must still furnish [REDACTED]

25X1C4a

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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UL U 2343

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**SUBJECT: Installation of Movable Shelving in Building**  
**and Modifications to Building**

25X1A

25X1A

4. The detailed conference notes attached are divided into two parts:

a. Attachment 1 - Those matters of concern only to internal Agency components (copy not furnished)

25X1C4a

b. Attachment 2 - Those matters of concern to (a copy of this part was furnished  
classified instructions" by the

25X1C4a

25X1A

25X1A6a

**SIGNED**

Chief, Engineering Branch, RECD, OL

25X1A9a

2 Atts:

Att 1: Internal-Agency Project Requirements

Att 2: Project Requirements-Records Storage  
Expansion

25X1A6a

Distribution:

Original - OL/RECD Official w/att

3 - w/att

1 - OS/Phys. Security Division w/att

1 - OL/RECD/EB Chrono wo/att

1 to HRC

1 to RAB File

1 - SSS/DDS/RAB w/att

1 - OL Reader wo/att

25X1A

25X1A9a

OL/RECD/EB  
(21 April 1970)

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